

# GENERAL INFORMATION

## COURT ADDRESSES **UNITED STATES DISTRICT COURT**

Federal Bldg & Courthouse  
1550 Main Street  
Springfield, MA 01103  
  
(413) 785-0214

United States Courthouse  
Suite No. 2300  
1 Courthouse Way  
Boston, MA 02210  
  
(617) 748-9152

Harold D. Donohue Federal  
Building & Courthouse  
595 Main Street - Rm 502  
Worcester, MA 01608  
  
(508) 793-0552

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## FEES - LISTED IN MASS. LAWYERS' DIARY

### ALL CHECKS MADE PAYABLE TO CLERK, U. S. DISTRICT COURT

ADMISSION TO BAR .....	\$100.00
MOTION FOR LEAVE TO APPEAR AND PRACTICE PRO HAC VICE .....	\$ 50.00
ATTORNEY CERTIFICATE OF GOOD STANDING .....	\$ 15.00
APPEAL MISDEMEANOR CASE TO DISTRICT COURT .....	\$ 25.00
CERTIFICATION .....	\$ 5.00 PER DOCUMENT
EXEMPLIFICATION - Twice the amount of the fee for certification .....	\$ 10.00 PER DOCUMENT
COMPLAINT, INCLUDING NOTICE OF REMOVAL .....	\$150.00
COPYWORK .....	\$ .50 A PAGE
M.B.D. FEE .....	\$ 20.00
NOTICE OF APPEAL .....	\$105.00
RETRIEVE RECORD FROM RECORDS CENTER .....	\$ 25.00
SEARCH OF COURT RECORDS (Refer to Search Fee Guidelines on Page 2) .....	\$ 15.00 PER NAME
WITNESS/JUROR ATTENDANCE FEE .....	\$ 40.00 A DAY
WITNESS/JUROR MILEAGE FEE .....	\$ .325 A MILE
ACCESS TO COURT DATA - VIA DIAL UP SERVICE (PACER) .....	\$ .60 PER MINUTE
ACCESS TO COURT DATA - THROUGH JUDICIARY INTERNET SITE .....	\$ .07 PER PAGE

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## TIME LIMITS

APPEAL A CIVIL JUDGMENT IN A PRIVATE CASE .....	30 DAYS - APP. RULE 4(a)
APPEAL A CIVIL JUDGMENT - U. S. A PARTY .....	60 DAYS - APP. RULE 4(a)
APPEAL A CRIMINAL JUDGMENT .....	10 DAYS - APP. RULE 4(b)
RESPOND TO MOTION .....	14 DAYS - L.R. 7.1
SERVE ANSWER IN A CIVIL CASE .....	20, 60 or 90 DAYS - FRCP 12
GOVT'S ANSWER TO SUMMONS IN CIVIL CASE .....	60 DAYS

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## ABBREVIATIONS

MBD .....	MISCELLANEOUS BUSINESS DOCKET	S/J .....	SUMMARY JUDGMENT
PI .....	PRELIMINARY INJUNCTION	TRO .....	TEMPORARY RESTRAINING ORDER
IFP .....	IN FORMA PAUPERIS	PLFT .....	PLAINTIFF
AUSA .....	ASSISTANT U.S. ATTORNEY	DEFT .....	DEFENDANT
R & R .....	REPORT AND RECOMMENDATION	USCA .....	U.S. COURT OF APPEALS

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\*\*\*NOTE: DISCOVERY DOCUMENTS, I.E., AUTOMATIC DISCLOSURE DOCUMENTS, DEPOSITIONS, INTERROGATORIES, REQUESTS FOR PRODUCTION, REQUESTS FOR ADMISSION, ETC. ARE NOT FILED WITH THE COURT - SEE LOCAL RULE 26.6(A).

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## **SEARCH FEE GUIDELINES**

**GUIDELINE NO. 1** ANY INFORMATION WHICH IS EASILY RETRIEVED, WITH A MINIMUM EXPENDITURE OF TIME AND EFFORT, SHOULD BE CONSIDERED A NON-CHARGEABLE 'RETRIEVAL,' AS OPPOSED TO A CHARGEABLE SEARCH. A SEARCH FEE SHOULD NOT BE CHARGED FOR A SINGLE REQUEST FOR BASIC INFORMATION READILY AVAILABLE THROUGH AN AUTOMATED DATABASE. A REQUEST OF THIS NATURE SHOULD BE CONSIDERED A 'RETRIEVAL' AND SHOULD NOT BE CONSIDERED A 'SEARCH.'

**GUIDELINE NO. 2** A SEARCH FEE SHOULD BE CHARGED FOR ANY REQUEST FOR WHICH ACCURATE CASE AND DOCKET NUMBER INFORMATION IS NOT PROVIDED BY THE REQUESTOR AND WHICH THEREFORE REQUIRES A PHYSICAL SEARCH OF THE COURT'S RECORDS.

**GUIDELINE NO. 3** WITH LIMITED EXCEPTIONS, A FEE SHOULD BE CHARGED FOR ALL WRITTEN SEARCH REQUESTS WHICH REQUIRE A WRITTEN RESPONSE.

**GUIDELINE NO. 4** WHERE REQUESTED INFORMATION IS AVAILABLE ON PACER OR ANOTHER AUTOMATED SYSTEM, A COURT MAY HAVE A POLICY WHICH REQUIRES A TELEPHONING REQUESTOR TO UTILIZE AN AUTOMATED DATABASE (PACER FOR LAW FIRMS AND OTHER INSTITUTIONS WITH COMPUTER CAPABILITY), INSTEAD OF HAVING A COURT EMPLOYEE CONDUCT THE INFORMATION RETRIEVAL.

**GUIDELINE NO. 5** IN AUTOMATED COURTS, A COMPUTER TERMINAL WITH SUITABLE DATA PROTECTION SHOULD BE MADE AVAILABLE FOR USE BY THE PUBLIC.

**GUIDELINE NO. 6** REQUESTS FOR ARCHIVED DOCUMENTS SHOULD BE CHARGED ONLY THE ARCHIVE RETRIEVAL FEE OF \$25.00 AND NOT AN ADDITIONAL \$15.00 SEARCH FEE.

**GUIDELINE NO. 7** THE CLERK HAS THE GENERAL AUTHORITY TO REFUSE TO CONDUCT SEARCHES WHICH ARE UNREASONABLE OR UNDULY BURDENSOME.<sup>2</sup>

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## **TO FILE A COMPLAINT**

- 1) A COVER SHEET SIGNED BY AN ATTORNEY OR PRO SE PLAINTIFF
  - 2) A CATEGORY SHEET SIGNED BY AN ATTORNEY OR PRO SE PLAINTIFF
  - 3) THE ORIGINAL SIGNED COMPLAINT ON 8 1/2 X 11" PAPER
  - 4) FILING FEE OF \$150.00 OR APPLICATION TO PROCEED WITHOUT PREPAYMENT OF FEES
  - 5) PROPERLY COMPLETED SUMMONS WILL BE ISSUED BY THE CLERK.
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## **SERVICE OF SUMMONS AND COMPLAINT**

- 1) SEE RULE 4 OF THE FEDERAL RULES OF CIVIL PROCEDURE
  - 2) ANYONE OVER THE AGE OF 18 AND NOT A PARTY TO THE ACTION MAY SERVE THE SUMMONS AND COMPLAINT.
  - 3) THE ORIGINAL SUMMONS, WITH RETURN OF SERVICE, IS FILED WITH THE COURT
  - 4) IF SERVICE IS MADE BY CERTIFIED MAIL, THE GREEN CARD AND AFFIDAVIT OF SERVICE IS FILED WITH THE COURT.
  - 5) SERVICE, IF ACCEPTED BY THE DEFENDANT, MAY ALSO BE MADE BY THE PLAINTIFF THROUGH A NOTICE OF COMPLAINT AND REQUEST FOR WAIVER OF SERVICE OF SUMMONS (F.R.Civ.P. 4(d))
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## **SERVICE OF SUMMONS AND COMPLAINT UPON U.S.A.**

- 1) ONE COPY BY HAND TO THE UNITED STATES ATTORNEY'S OFFICE OR BY REGISTERED OR CERTIFIED MAIL
  - 2) ONE COPY BY CERTIFIED OR REGISTERED MAIL TO THE ATTORNEY GENERAL IN WASHINGTON
  - 3) ONE COPY BY CERTIFIED OR REGISTERED MAIL TO THE OFFICER OR AGENCY INVOLVED
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<sup>1</sup> From a Memorandum of Leonidas Ralph Mecham, Director of the Administrative Office dated 11/24/97

<sup>2</sup> A determination that a search is unreasonable or unduly burdensome should only be made after consultation with and approval of a supervisor.

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## **TRAFFIC COURT - CENTRAL VIOLATION BUREAU (CVB) NOTICES**

- 1) VIOLATION NOTICES/TICKETS ARE ISSUED BY FEDERAL POLICE OFFICERS, PARK RANGERS AND OTHER FEDERAL LAW ENFORCEMENT AGENTS FOR VIOLATIONS THAT OCCUR ON FEDERAL PROPERTY. FIND OUT WHERE VIOLATION OCCURRED AND IF NOT ON FEDERAL PROPERTY REFER CALLER TO LOCAL POLICE OR STATE COURT.
- 2) CVB TICKETS MAY BE PAID BY SENDING A CHECK OR MONEY ORDER TO U.S. COURTS (CVB) (SA), P.O. BOX 740026, ATLANTA, GA 30374-0026.
- 3) IF THE TICKET IS NOT PAID, CVB IN SAN ANTONIO WILL SEND OUT A NOTICE OF A HEARING BEFORE ONE OF THE MAGISTRATE JUDGES (OTHER THAN THE EMERGENCY MAGISTRATE JUDGE) ON A MONTHLY BASIS. IF THERE IS NO HEARING DATE SET AND IT IS A FEDERAL VIOLATION THEY CAN CONTACT CVB IN SAN ANTONIO AT (210) 530-6271.

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## **CIVIL SUBPOENA**

- 1) SEE RULE 45 OF THE FEDERAL RULES OF CIVIL PROCEDURE
- 2) A SUBPOENA COMMANDING ATTENDANCE AT A TRIAL OR HEARING SHALL ISSUE FROM THE COURT FOR THE DISTRICT IN WHICH THE HEARING OR TRIAL IS TO BE HELD.
- 3) A SUBPOENA FOR ATTENDANCE AT A DEPOSITION SHALL ISSUE FROM THE COURT FOR THE DISTRICT DESIGNATED BY THE NOTICE OF DEPOSITION AS THE DISTRICT IN WHICH THE DEPOSITION IS TO BE TAKEN OR IN WHICH THE PRODUCTION OR INSPECTION IS TO BE MADE.
- 4) THE CLERK SHALL ISSUE A SUBPOENA, SIGNED BUT OTHERWISE IN BLANK, TO A PARTY REQUESTING IT, WHO SHALL COMPLETE IT BEFORE SERVICE. AN ATTORNEY AS OFFICER OF THE COURT MAY ALSO ISSUE AND SIGN A SUBPOENA ON BEHALF OF
  - (A) A COURT IN WHICH THE ATTORNEY IS AUTHORIZED TO PRACTICE; OR
  - (B) A COURT FOR A DISTRICT IN WHICH A DEPOSITION OR PRODUCTION IS COMPELLED BY THE SUBPOENA, IF THE DEPOSITION OR PRODUCTION PERTAINS TO AN ACTION PENDING IN A COURT IN WHICH THE ATTORNEY IS AUTHORIZED TO PRACTICE.
- 5) A WITNESS SUBPOENA MAY BE SERVED ANYWHERE WITHIN THE DISTRICT OF THE COURT BY WHICH IT IS ISSUED OR AT ANY PLACE WITHOUT THE DISTRICT THAT IS WITHIN 100 MILES OF THE PLACE OF THE DEPOSITION, HEARING, TRIAL, PRODUCTION OR INSPECTION SPECIFIED IN THE SUBPOENA. (F.R.Civ.P. 45(b)(2))

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## **CRIMINAL SUBPOENA**

- 1) SEE RULE 17 OF THE FEDERAL RULES OF CRIMINAL PROCEDURE
- 2) THE CLERK SHALL ISSUE A SUBPOENA, SIGNED AND SEALED BUT OTHERWISE IN BLANK TO A PARTY REQUESTING IT, WHO SHALL FILL IN THE BLANKS BEFORE IT IS SERVED.
- 3) AN ORDER TO TAKE A DEPOSITION AUTHORIZES THE ISSUANCE BY THE CLERK OF THE COURT FOR THE DISTRICT IN WHICH THE DEPOSITION IS TO BE TAKEN OF SUBPOENAS FOR THE PERSONS NAMED OR DESCRIBED THEREIN. THE WITNESS MAY BE REQUIRED TO ATTEND AT ANY PLACE DESIGNATED BY THE TRIAL COURT, TAKING INTO ACCOUNT THE CONVENIENCE OF THE WITNESS AND THE PARTIES.

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## **MOST REQUESTED TELEPHONE NUMBERS**

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| 1) BANKRUPTCY-LOCATED AT 10 CAUSEWAY STREET . . . . .                    | 565-6050 OR 565-6080 |
| 2) BANKRUPTCY APPELLATE PANEL - LOCATED AT 10 CAUSEWAY STREET . . . . .  | 565-8941             |
| 3) COURT OF APPEALS CLERK-LOCATED ON 2ND FLOOR . . . . .                 | 748-9057             |
| 4) JURY-LOCATED ON 2ND FLOOR . . . . .                                   | 748-9082             |
| 5) LIBRARY-LOCATED ON 9TH FLOOR . . . . .                                | 748-9044             |
| 6) NATURALIZATION - LOCATED AT JFK BUILDING . . . . .                    | 565-1510             |
| 7) PROBATION-LOCATED ON 1ST FLOOR . . . . .                              | 748-4200             |
| 8) PROBATION - SUPERVISION UNIT - LOCATED AT WILLIAMS BUILDING . . . . . | 748-9188             |
| 8) PRETRIAL SERVICES-LOCATED ON 1ST FLOOR . . . . .                      | 748-9213             |
| 9) TAX LIENS-LOCATED ON 2ND FLOOR . . . . .                              | 748-4226             |
| 10) U. S. ATTORNEY-LOCATED ON 9TH FLOOR . . . . .                        | 748-3100             |
| 11) U. S. MARSHAL- CRIMINAL- LOCATED ON 1ST FLOOR . . . . .              | 748-2512             |
| 12) U. S. MARSHAL-CIVIL-LOCATED ON 1ST FLOOR . . . . .                   | 748-2511             |

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## GENERAL TELEPHONE INFORMATION

- 1) CALLS RELATING TO CASES ASSIGNED TO A SPECIFIC JUDGE SHOULD BE DIRECTED TO THE JUDGE'S CLERK; THE JUDGE ASSIGNED TO PARTICULAR CASE CAN BE IDENTIFIED BY THE INITIALS AT THE END OF THE DOCKET NUMBER, AS INDICATED BELOW:

WGY . . . . .	CHIEF JUDGE YOUNG	PBS . . . . .	JUDGE SARIS
JLT . . . . .	JUDGE TAURO	NG . . . . .	JUDGE GERTNER
REK . . . . .	JUDGE KEETON	MAP . . . . .	JUDGE PONSOR (Springfield)
RWZ . . . . .	JUDGE ZOBEL	GAO . . . . .	JUDGE O'TOOLE
MLW . . . . .	JUDGE WOLF		
DPW . . . . .	JUDGE WOODLOCK	FHF. . . . .	SENIOR JUDGE FREEDMAN (Springfield)
EFH . . . . .	JUDGE HARRINGTON	WJS . . . . .	SENIOR JUDGE SKINNER
NMG . . . . .	JUDGE GORTON (Worcester/Boston)	ADM . . . . .	SENIOR JUDGE MAZZONE
RGS . . . . .	JUDGE STEARNS	MEL . . . . .	SENIOR JUDGE LASKER
RCL . . . . .	JUDGE LINDSAY		

- 2) IF A MATTER IS PENDING BEFORE A MAGISTRATE JUDGE, FIND OUT THE NAME OF THE MAGISTRATE JUDGE ASSIGNED TO THE CASE AND DIRECT INQUIRIES TO THE APPROPRIATE CLERK:

LPC . . . . .	MAG. JUDGE COHEN	MBB . . . . .	MAG. JUDGE BOWLER
JLA . . . . .	MAG. JUDGE ALEXANDER	CBS . . . . .	MAG. JUDGE SWARTWOOD (Worcester)
RBC . . . . .	MAG. JUDGE COLLINGS	KPN . . . . .	MAG. JUDGE NEIMAN (Springfield)
. . . . .		JGD . . . . .	MAG. JUDGE DEN

- 3) REFER JURY QUESTIONS TO . . . . . 748-9082  
REFER ADMISSIONS QUESTIONS TO . . . . . 748-9087  
REFER PERSONNEL QUESTIONS TO . . . . . 748-9111  
REFER COURT REPORTER QUESTIONS TO . . . . . 748-9167  
REFER BAIL QUESTIONS TO . . . . . 748-9166  
REFER CIVIL CASE ASSIGNMENT QUESTIONS TO . . . . . 748-4223  
REFER CRIMINAL CASE ASSIGNMENT QUESTIONS TO . . . . . 748-9179 OR 748-9166  
REFER COURT INTERPRETER QUESTIONS TO . . . . . 748-9123  
REFER RECORDS ROOM QUESTIONS TO . . . . . 748-4226